

June 13, 2000  
DT-00-023

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Barbara A. Mullen-Roth  
Associate Director for Education  
and Program Services

SUBJECT: **Introductory** Ethics Courses Offered  
in Regional Cities in July 2000

The U.S. Office of Government Ethics (OGE) will offer introductory ethics courses in several cities in July. The cities, course titles, dates, times and course descriptions are listed below:

**Kansas City, MO - July 11-12, 2000 - Introductory courses:**

Post Employment	7/11/00	8:30 a.m. - 11:30 a.m.
Gifts from Outside Sources	7/11/00	1:00 p.m. - 4:00 p.m.
Disqualifying Financial Interests	7/12/00	8:30 a.m. - 11:30 a.m.
Gifts Between Employees	7/12/00	1:00 p.m. - 3:00 p.m.

**Memphis, TN - July 12-13, 2000 - Introductory courses:**

Post Employment	7/12/00	8:30 a.m. - 11:30 a.m.
Gifts from Outside Sources	7/12/00	1:00 p.m. - 4:00 p.m.
OGE Form 450 Review	7/13/00	8:30 a.m. - 11:30 a.m.
Gifts Between Employees	7/13/00	1:00 p.m. - 3:00 p.m.

**San Antonio, TX - July 19-20, 2000 - Introductory courses:**

Disqualifying Financial Interests	7/19/00	8:30 a.m. - 11:30 a.m.
Gifts Between Employees	7/19/00	1:00 p.m. - 3:00 p.m.
OGE Form 450 Review	7/20/00	8:30 a.m. - 11:30 a.m.
Gifts from Outside Sources	7/20/00	1:00 p.m. - 4:00 p.m.

**Las Vegas, NV - July 26-27, 2000 - Introductory courses:**

Disqualifying Financial Interests	7/26/00	8:30 a.m. - 11:30 a.m.
Gifts Between Employees	7/26/00	1:00 p.m. - 3:00 p.m.
Post Employment	7/27/00	8:30 a.m. - 11:30 a.m.
Gifts from Outside Sources	7/27/00	1:00 p.m. - 4:00 p.m.

**Introductory Course Descriptions:**

The **Post-Employment** course provides both an overview of the post-employment statute, 18 U.S.C. § 207, as well as a step-by-step methodology for analyzing post-employment situations.

The **Gifts from Outside Sources** and **Gifts Between Employees** courses are designed to provide a general overview of Subparts B and C of the Standards of Conduct.

The **How to Identify Disqualifying Financial Interests** course provides seven steps to identify disqualifying financial interests and serves as a "nuts and bolts" refresher on 18 U.S.C. § 208.

The **OGE Form 450 Review** course is designed for ethics officials who have responsibility for reviewing the OGE Form 450 and advising employees about financial disclosure.

All courses are offered **free of charge**. However, advance registration is required. Each person planning to attend **MUST** register by faxing a completed registration form to OGE **not later than one week before course date**. Registration will be handled on a **first-come basis** and each course is limited to 40 participants. NO TELEPHONE OR E-MAIL REGISTRATIONS CAN BE ACCEPTED. Attached are registration forms. Please fax completed forms to:

Sheila Powers  
OGE Event Coordinator  
FAX Number: 202-208-8039 (or 8038)

OGE will confirm each student's registration by return fax several days prior to the date of the course. Because you are our primary means for advertising training courses, please circulate this memorandum with its attachments among your ethics officials as soon as possible.

For your convenience, current information on OGE training may be found by accessing the following:

OGE's Web Page: **www.usoge.gov**  
( "What's New In Ethics" )

Recorded Training Announcements: 202-208-8000, ext. 8201

For additional information about OGE training, you may contact Ms. Powers via E-mail: <sapowers@oge.gov> or phone: 202-208-8000, extension 1104.

Attachments